



## Resources for Conducting a School Systems Review

### Key Steps for Completing the School Systems Review (SSR)

Key steps for completing the School Systems Review are listed below. [Suggested Approaches for the School Systems Review](#), a PowerPoint presentation titled “[Completing the School Systems Review](#)” and other resources are provided on the [MDE School Improvement Framework website](#).

1. Read the Guiding Question for an Indicator on the *School Improvement Framework Overview*.
2. Discuss the Guiding Question to generate dialogue about the processes and evidence your school has in place related to the Indicator. Record evidence of your school’s work related to the Guiding Question and key points of your dialogue on the [Dialogue Recording Form](#). Dialogue is a critical part of the process; be sure to allow enough time for it.
3. Now turn to the corresponding Indicator in the *School Systems Review* document.  
The language in the “Full Implementation” column is the actual *Framework* language and serves as the starting point for dialogue about school progress on an Indicator.
  - Begin by reading the “Full Implementation” column. Mark the box for each characteristic for which your school has identified evidence (from dialogue about the Guiding Questions).
  - Read the sample evidence listed on the *School Systems Review* for the Indicator. These are examples of *possible* evidence that could demonstrate implementation of the Indicator. All of the examples listed do not have to be in place for full implementation; a school may have other evidence that is not listed here.
    - Check off any evidence listed that your school identified, and add additional evidence your school identified that is not on the list.
  - Engage in dialogue about which implementation level to select based on evidence. On the *Dialogue Recording Form*, make notes of key points of dialogue that occurs while placing your school on the continuum. These notes will be useful in the next steps of the school improvement planning process.
    - If your school has evidence for all the characteristics under “Full Implementation,” consider whether you can move to the right to “Sustained Implementation.” “Sustained Implementation” means that district policies, systems and practices align with and support sustainability of implementation at the school level.
    - If school implementation is not sustained and supported by district policies, systems, and practices, select the third column, “Full Implementation,” by marking the circle at the top of the column.
    - If your school does not have evidence for all the characteristics under “Full Implementation,” move to the left and consider selecting “Partial Implementation” or “Beginning Implementation.” Check the criteria in the first or second columns and mark the corresponding circle at the top of the implementation level you select.